

# Alzheimer Society

PETERBOROUGH, KAWARTHA LAKES, NORTHUMBERLAND & HALIBURTON

## **DONOR RELATIONS COORDINATOR** *FULL TIME, 1 YEAR CONTRACT – 35 HOURS PER WEEK*

### **WHO YOU ARE**

You are a solutions-oriented person who is dedicated to putting donors in the centre of everything you do. You are resourceful, collaborative and know how to see a plan through from start to finish. You see the big picture and understand that the devil is in the details. You are a data-driven fundraiser who can bring heart into everything you do.

What you will be doing:

- Planning and growing our (currently virtual) events and supporting third party event organizers. This includes the Walk for Alzheimer's, Unforgettable Gala, and The Quest.
- Developing donor-centred communications, including video messaging, impact reports, customized stewardship and more.
- Building strong internal and external relationships with donors, staff, volunteers, clients, and community stakeholders.
- Managing a small portfolio of mid-range donors.
- Supporting administrative processes, including our database (Raiser's Edge).

What you bring to the table:

- Post-secondary education (or an equivalent combination of work experience & education); OR Post-secondary education with post-graduate certificate from an accredited institution; New grads welcome to apply
- Excellent writing skills, knowledge of fundraising best practices, and a gift at relationship building
- Willingness to learn and work well with a team

### **WHO WE ARE**

We are a locally based organization that serves people living with dementia, their care partners, and families. Need in our region is rising quickly, and we are poised to address it: our strategic plan is in place, our staff are on the forefront of innovation, and our fundraising is ready to go to the next level.

Added to that, we are a part of a supportive Federation which offers our Fund Development team more resources than are typically available in a smaller organization. You will have access to top-quality database, online giving platform, social media support, graphic design, digital campaigns, and a network of skilled fundraisers.

# Alzheimer Society

PETERBOROUGH, KAWARTHA LAKES, NORTHUMBERLAND & HALIBURTON

We support our staff to maintain a work-life balance, and ensure you have access to continued professional development. Our office is beautiful and spacious, and we encourage you to bring your sense of humour to work with you.

Salary for this position is Grade 4, commensurate to experience: \$35,783.00 - \$42,674.00

## **HOW TO APPLY**

Interested applicants should submit their most updated resume and cover letter with "Job Title" in the subject line to [info@alzheimersociety.ca](mailto:info@alzheimersociety.ca) prior to May 16, 2021.

*The Alzheimer Society supports equal employment opportunities and encourages applicants of diversity. Accommodations are available. Only candidates selected for an interview will be contacted.*